

FRESNO, CALIFORNIA
CLASS SPECIFICATION

BUS DRIVER

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Bus Driver is one of two positions in the Transit series. Incumbents are responsible for safely and properly operating a fixed route vehicle in accordance with an established schedule.

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The Bus Driver is distinguished from the Transit Dispatcher, which is responsible for monitoring and responding to the movement of transit vehicles, including emergency response activities.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1. Operates passenger bus on an assigned fixed or special route in accordance with an established schedule, boarding and de-boarding passengers at regular stops, ensuring proper fares, issuing and receiving transfers, announcing major intersections, counting ridership, and assisting passengers entering and departing bus.

Daily
90%

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2. Interacts and provides customer information concerning routes, destinations, schedules, and transfer points.

Daily
20%

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3. Performs pre operational checks of transit equipment, including identifying damage or defects in body, tires, lights, mirrors, instruments, brakes, and other equipment for rider and driver safety and convenience; reports defects and/or deficiencies to appropriate staff.

Daily
5%

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4. Performs post operational checks of transit.

4. Prepares operational and accident reports.

Daily
5%

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5.

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Training and Experience (positions in this class typically require):

- High School Diploma, or GED and public contact experience, is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (positions in this class typically require):

- Basic Class C License
- State of California Driver's License, Class B with Passenger endorsement
- One or more licenses or certifications related to the specific technical discipline may be required, preferred, or desired

Knowledge (position requirements at entry):

Knowledge of:

- Applicable traffic laws, ordinances, and rules;
- Customer service policies, principles and practices;
- Safe work practices and procedures.

Skills (position requirements at entry):

Skill in:

- Providing customer services
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, travel, and disruptive people.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007